

# Notice: Upcoming Elevator Modernization and Upgrade

Date: [Insert Date]

To: All Residents and Tenants of [Building Name]

Dear Residents,

We are writing to inform you that we will soon begin an extensive modernization project for the elevator system at [Building Name/Address]. This upgrade is necessary to improve safety, reliability, and the overall efficiency of the building's transportation.

## Project Details:

- **Start Date:** [Insert Start Date]
- **Estimated Completion Date:** [Insert End Date]
- **Work Hours:** [Insert Work Hours, e.g., 8:00 AM - 5:00 PM, Monday-Friday]

## What to Expect:

During this period, [mention if an elevator will be completely out of service or if there will be limited access]. Please plan your commutes accordingly, as wait times for the remaining elevator(s) may be longer than usual.

There may also be intermittent noise and dust in the lobby and hallway areas during construction hours. Our contractors will work to keep disruptions to a minimum.

## Special Assistance:

If you have mobility concerns or require special assistance during this time, please contact the Management Office at [Insert Phone Number/Email] as soon as possible so we can make necessary arrangements.

We apologize for the temporary inconvenience and appreciate your patience as we work to improve our building facilities.

Sincerely,

[Your Name/Property Manager Name]  
[Building Management Company]  
[Contact Information]